University of Indianapolis
AQIP Committee
2018-19

2018-19 Members:

Mary Moore (Provost Office) Chair
Chris Moore (SCAS)
Deb Spinney (Academic Success Center)
Kate DeCleene-Huber (CHS)
Darrell Cousert (SoBus)
Cindy Bowers (SoN)
John Kuykendall (SoE)
Student representative

Committee Charter:

I. Purpose
   A. Promote awareness and active involvement of the campus community in quality improvement activities.
   B. Provide leadership for institutional assessment and AQIP.
   C. Communicate and collaborate with the campus community and stakeholders.

II. Guiding Principles
   A. Develop a process to sustain on-going quality improvement.
   B. Create a climate of openness and sharing across and among academic, administrative, and support service units to support institutional assessment.
   C. Create an environment to support an institutional learning culture.

III. Membership Composition
   A. The permanent members of the AQIP committee are:
      • The Associate Vice President of Accreditation
      • The AQIP Campus Coordinator
   B. Ex officio members are:
      • Senate Liaison Officer
   C. The remaining members of the committee shall be appointed for a multi-year term for purposes of continuity, as follows:
      • One representative from Academic Affairs Leadership Team, who serves in a dean/director position.
      • One member from the President’s Cabinet
      • Faculty members representing the different Schools and Colleges of the University (e.g., the College of Arts and Sciences, College of Health Sciences, School of Business, School of Nursing, School of Education, and School of Psychological Sciences), appointed by the Faculty Senate.
      • One exempt staff member, serving with supervisor’s approval.
      • One non-exempt staff member, serving with supervisor’s approval.
• A student appointed by Student Government.

D. The AQIP Campus Coordinator may be a faculty member who serves part-time in an administrative capacity. The AQIP Campus Coordinator is selected by the Associate Vice President of Accreditation to work collaboratively as a Co-Chair of the committee with the responsibilities outlined in the position description.

E. Ad Hoc subcommittees of the University AQIP Committee may be established for the purpose of implementing and evaluating the University’s Action Projects.

• Subcommittees serve to direct the implementation of Action Projects.
• University AQIP committee members may be asked to chair Action Project subcommittees. Selections are made by recommendation of the AQIP co-chairs and approval by AQIP committee members.
• All University AQIP committee members serve on no more than one Ad Hoc subcommittee at a time during their three-year term. They are appointed to the subcommittees by the AQIP co-chairs.
• The Associate Vice President of Accreditation or AQIP Campus Coordinator may serve as advisors to any of the subcommittees as needed.
• In addition to the subcommittee members that represent the University AQIP Committee, each subcommittee should have members who are not on the AQIP Committee, but have interest or expertise in the Action Project that address specific areas/constituents and are invited to serve by the subcommittee chair. The non-AQIP members may be from the Board of Trustees, University administration, faculty, professional staff, staff or a student. The length of service for non-AQIP members shall be no longer than three years.

IV. Committee Membership Commitment
A. Committee members will have a multi-year commitment for continuity.
B. The Associate Vice President of Accreditation and the AQIP Campus Coordinator will hold continuous membership.

V. Committee Member Roles and Responsibilities
A. Actively participate in one monthly meeting.
B. Actively participate/assume leadership in action project subcommittee meetings, as scheduled, to work on specific tasks. Action projects require regular interval reports of progress; these are made to the University AQIP Committee as well as a report created annually for the Higher Learning Commission-AQIP. Action Project topics are identified by the University Planning Commission and sent to the AQIP Campus Coordinator, via communications from the Associate Vice President of Accreditation. The AQIP Campus Coordinator works with the Associate Vice President to form an Ad Hoc Committee. Ad Hoc subcommittees’ projects and portfolio criteria are further developed, monitored, evaluated, and communicated to the campus community by the University AQIP Committee.
C. Support AQIP accreditation process
1. Oversee implementation of Action Projects
2. Develop methods for obtaining data related to Action Projects
3. Involve key campus members relative to specific tasks in subcommittees
4. Regularly review progress on action projects
5. Monitor the AQIP portfolio
6. Review and approve reports for the Higher Learning Commission
7. Establish time-lines for AQIP activities
D. Become familiar with quality improvement trends and the Higher Learning Commission’s AQIP accreditation process.

VI. Committee Member Selection
A. A membership roster, consisting of representatives noted in item III.C. of this charter, will be developed by the Associate Vice President of Accreditation and/or AQIP Campus Coordinator on an annual basis.
B. The roster will consist of committee members who have not completed a term of service and a list of other positions needed, as identified by the Schools, Colleges, Administrative / Staff units having members completing service and therefore needing a replacement member.
C. The AQIP Campus Coordinator will contact members on the list, requesting commitment for service during the next year. The AQIP Campus Coordinator will share this information and the list of faculty positions that are open with the President of the Faculty Senate.
D. The President and Executive Committee of the Faculty Senate will appoint faculty members.
E. Non-faculty members will be nominated by supervisors and approved for committee membership by the Associate Vice President of Accreditation and/or the AQIP Campus Coordinator.

VII. Decision Making
A. Facilitate input by all members in consensus building.
B. Majority rule when consensus cannot be achieved.
C. Decision-making will be based on purposes and guiding principles of the committee.
D. Subcommittees make decisions related to their specific tasks.

VII. Measurement of Work
A. Completion of all committee and action project subcommittee tasks by specified due date.
B. Fulfillment of the purposes of the committee as reviewed annually.
C. On-going accreditation by the Higher Learning Commission.
D. AQIP Administrator will report progress and provide information to the Provost for the Academic Affairs Committee of the Board of Trustees.

VIII. Meeting Effectiveness
A. Meetings will have an agenda with time allocations that is distributed in advance of the meeting.
B. The committee and action project subcommittees will maintain minutes and file agendas, minutes and reports.
C. Subcommittees will submit agenda items and reports in advance of the AQIP Committee meetings.
D. Work of the committee will be disseminated to the campus community through oral and written reports, emails and/or intranet postings.

Reviewed/Accepted 9/02, Revised 8/03, Reviewed/Accepted 9/03, Revised/Accepted 12/03, Revised 8/05, Revised 9/07, Revised 04/14, Revised 10/14.